



City of Milpitas

Announces a job opportunity for **Recreational Leader IV**

Part- Time Employment

Working Title: Counselor in Training Director: Recreational Leader IV

Annual Salary Range: \$11.34- \$15.31/ hour

Final Filing Date: 02/27/2015

About the Position

The City of Milpitas Recreation Services division is seeking an enthusiastic individual for the position of Counselor in Training (CIT) Director: Recreation Leader IV, for the 2015 Summer Day Camp Program. Must be able to work flexible hours; up to 29 hours/week and limited to 999 hours in a fiscal year (July 1 - June 30). May be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

Examples of Duties - Under direct supervision of the Recreation Program Coordinator, the Counselor in Training (CIT) Director will plan, coordinate, and implement a high quality camp counselor training program for teens grades 7-12. Duties may include, but are not limited to, the following:

- Prepare and lead a 2 day Leadership Academy that will serve as training for teens enrolled in the Summer CIT program. This academy will be held in May, prior to the start of camp.
- Prepare and lead curriculum for an 8 week counselor in training summer program.
- Oversee the placement of CIT into different camps and facilitate continuous observation of CITs in camp settings throughout the summer.
- Ability to work as a team with other camp directors and camp staff.
- Ability to communicate with and lead teens with a strong focus on establishing positive growth, accountability, and overall community involvement.
- Ability to multi-task in a fast paced environment.
- Must be able to comply with all City Rules and Regulations.
- Additional summer camp duties as assigned by Recreation Program Coordinator.
- The incumbent must be able to represent the City of Milpitas in a professional manner and follow the City's and Recreation Services' policies and regulations.

Minimum Qualifications

- Minimum age at time of hire is 18 years old.

Experience

- Must have a minimum of 1 year experience in working with youth or teens in an organized setting.
- Must have experience planning and coordinating recreational activities for youth or teens in an organized setting.

Certifications

- Must have current certification in American Red Cross First Aid and CPR, or obtain within 60 days of hire date.

Willingness to

Work irregular hours, evenings, and weekends as required\

Note

Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check).

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.CalOpps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application.

Please submit a completed application and resume (front and back copies of **all** certification cards). The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

